

850830-01  
**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/8/85	1. Agency Address Ga. State Merit System of Personnel Admin. 200 Piedmont Avenue Applicant Services Div., Rm 418-Balcony Atlanta, Georgia 30334	Application Number <b>82-80-A</b>	
Application Number 85-01		Date Received <b>AUG 30 1985</b>	Date Completed <b>OCT 9 1985</b>
2. Person to Contact Jeanie Bridges		Working Title Office Supervisor	Telephone Number 656-2728
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>82-80</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input checked="" type="checkbox"/> Void VOID 79-101-A			
4. Dates of Series Earliest Latest July 1977   Present		5. Records Series Title (followed by title used in office, if different) Application for Examination & Rating of Training and Experience Files (Employment Applications)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: applying for admission to take an examination or receive a rating of training and experience for a Merit System Job Class.  Included are: State of Georgia Application for Examination (form MS 27-1); (if applicable) Training and Experience Evaluation Sheet (form MS 21-6); and amendments to Application - Veteran's Preference documents (no form name or number).  File is arranged: Chronologically by date data entered into the computer system and for announced classes only by class title.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>300</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>100-135 cu.ft.</u>			

YES	NO	10. Questionnaire (Place an X in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Ann. 50-18-72
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout? Info. results in List of Eligibles & various GEMS reports.

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 1/4 years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 2 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 Years

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 3 months (ending Mar. 31, then, June 30, Sept. 30, Dec. 31)

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, these records must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/28/85	<i>[Signature]</i>	8/28/85
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	9/18/85
82-80-A		Secretary of State/Designee	9/16/85
		Attorney General/Designee	10/8/85



Amended 5/31/83

Agency requested old sched. # 79-101-A

BX 18

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/10-82	1. Agency Address Ga. State Merit System of Personnel Admin. Applicant Services Division Room 572 244 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 82-80	
Application Number 82-002		Date Received MAR 16 1982	Date Completed APR 23 1982
2. Person to Contact Jeanie Johnson		Working Title Office Supervisor	Telephone Number 656-2728
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated c. <input checked="" type="checkbox"/> Amend Application No. 378 79-101 and 82-002 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest July 1977		5. Records Series Title (followed by title used in office; if different) Application for Examination & Rating of Training and Experience Files (Employment Applications)	
Latest Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: applying for admission to take an examination or receive a rating of training and experience for a Merit System Job Class.  Included are: State of Georgia Application for Examination (form MS 27-1); (if applicable) Training & Experience Evaluation Sheet (form MS 21-6); and amendments to Application - Veteran's Preference documents (no form name or number).  File is arranged: chronologically by date data entered into computer system, thereunder alphabetically by applicant's surname.			
8. Monthly Reference Rate One to six months old 300 seven to twelve months old 20 thirteen to twenty-four months old 12 twenty-five months and older 12		How often are records referred to which are: One to six months old 300; Seven to twelve months old 20; Thirteen to twenty-four months old 12; twenty-five months and older 12?	
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 135 cu. ft.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 40-2708
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Info. results in List of Eligibles & various GEMS reports.

#### 11. Retention Requirements

The following requires the series to be kept:

GEMS reports.

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 1/2 years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 2 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 Years

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 6 months then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, these records must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles E. Stearns</i>	3/10/82	<i>John Stuckland</i>	3/10/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-20-82
		Secretary of State/Designee	3-22-82
		Attorney General/Designee	4-22-82



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/10/82	1. Agency Address Ga. State Merit System of Personnel Admin. 200 Piedmont Avenue Applicant Services Division, Rm 418-Balcony Atlanta, Georgia 30334	Application Number 79-101-A	Date Received FEB 10 1983
Application Number 83-01		Date Completed MAY 31 1983	
2. Person to Contact Jeanie Johnson		Working Title Office Supervisor	Telephone Number 656-2728
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-101 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void <i>Should have also amended # 82-80, 4/23/82. M. H. Lee</i>			
4. Dates of Series Earliest July 1977	Latest Present	5. Records Series Title (followed by title used in office, if different) Application for Examination & Rating of Training and Experience Files (Employment Applications) <i>7-23-85</i>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: applying for admission to take an examination or receive a rating of training and experience for a Merit System Job Class.  Included are: State of Georgia Application for Examination (form MS 27-1); (if applicable) Training and Experience Evaluation Sheet (form MS 21-6); and amendments to Application - Veteran's Preference documents (no form name or number).  <div style="text-align: right;"><b>COPY</b> For Reference ORIGINAL in SUSPENSE file</div> File is arranged: chronologically by date data entered into the computer system and for announced classes only by class title.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 300 Twenty-five months and older <del>20</del> <i>RARE</i> Seven to twelve months old 20 Thirteen to twenty-four months old <del>20</del>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <i>100-135 cu ft</i>			

YES	NO	10. Questionnaire (Place "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Info. results in List of Eligibles & various GEMS reports.

#### 11. Retention Requirements

The following requires the series to be kept:

GEMS reports.

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 1/4 years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 2 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

29 C.F.R. 1602.31 (State and Local Governments) - 2 Years

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other 3 months then, Apr 30, 1983 (ending Dec. 31, 1982, June 30, etc)

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the Attorney General, these records must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles E. Starn</i>	2/9/83	<i>John Stuckland</i>	2/8/83
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	5-26-83
		Secretary of State/Designee	5/20/83
		Attorney General/Designee	5-22-83